MANAGEMENT COMMITTEE BYLAWS

(As approved in June 2019)

For details of the Membership, powers and duties of the Management Committee please consult the Constitution.

1 MEETINGS:

1.1 Any Committee Member may ask the Secretary to call a meeting to discuss any particular issue.

1.2 Any Committee Member may ask the Secretary to add any issue to the agenda of an upcoming meeting.

1.3 Most issues have traditionally been decided by consensus. Members of the Management Committee are, however, free to ask for a minuted vote on any particular issue. When so requested, each member present will then express his or her vote on the issue at hand and their votes recorded by the Secretary.

2 DECISION-MAKING OUTSIDE OF MEETINGS:

2.1 To speed up decision-making any Member of the Management Committees may ask the other Members to approve matters via the Management Committee Whatsapp group. However, should two or more members so request the matter will instead be referred to the subsequent meeting of the Management Committee.

3 SUBCOMMITTEES:

3.1 The Management Committee currently has a single Subcommittee: The Senior Men's Subcommittee. It is tasked with ”coordinating all matters relating to the men’s senior team(s)” but is required to refer all matters binding the club back to the Committee.

4 CLUB POLICIES:

4.1 Pitch Usage: To ensure pitch usage is managed properly all requested usage (including games, training, pitches) should be notified to the Pitch Coordinator and published on the club’s Pitch Usage calendar to which all coaches shall have access. The basic principle is first come first served to ensure all sections of the club be treated equally and fairly but the Pitch Coordinator shall be entitled to make exceptions. All such exceptions should be reported to the Management Committee to ensure full transparency.

The use of any other pitch or facility required for any persons affiliated with the club for club purposes must be approved by the Management Committee. All expenditure should go through the club Treasurer and all monies collected from members go to the Treasurer and the Treasurer pay all bills on an invoice basis from the said facility or property.

4.2 Jersey / Gear Sponsorship: No new jerseys or gear may be acquired by any club team without first obtaining the approval of the Management Committee. All team jerseys must have the same red and black hoops style and include the logos of the club's main sponsors in accordance with the overall sponsorship policy approved by the Management Committee.

4.3 Unauthorised Fundraising: All fundraising activities must be approved by the Management Committee. No section or team may raise funds for their own purposes without the prior express approval of the Management Committee and as a general rule all fundraising is for the whole club.

4.4 Bus Usage: The Management Committee must be informed of the cost of all bus rental one week in advance. The Management Committee may refuse to sanction any such expenditure for whatever reason and may ask the team in question to make alternative arrangements. Coaches are also asked to only use buses as a last resort if car-pooling of players / parents is not realistic, numbers are too big or the game is too far away. Players should also be asked for some contribution to the cost.

4.5 Personal spending by members: The club acknowledges and appreciates all monies spent by members out of their own pockets on the club's behalf. However, to ensure the club has a clear overview of its liabilities at all times:

- Any member who intends to spend up to €250 in any one season on behalf of the club must first inform the Treasurer and obtain his approval;
- Any sums in excess of this amount must be expressly approved in advance by the Management Committee.

There should be no expectation of repayment of any sums spent without the appropriate approval and the Management Committee alone shall have the power to approve or refuse reimbursement.

The same rules apply to non-members.

4.6 Collecting funds from club members: Where funds are collected from players, parents, etc, those funds should be counted and a note of the total should be signed by the collector and another club member. The note together with the funds should be

either dropped to the Treasurer at his office or at a committee meeting. If the funds are lodged into the club's bank account by the collector, then the note and the date of the lodgement should be given to the Treasurer. This would serve to protect both the club and the individual collecting the funds in the event of subsequent disagreement.

4.7 No Pay, No Play: This is already in the constitution but seeing that the Management Committee has some discretion on this matter it is important to repeat. The rule is simply that "No adult or underage player may represent the club in official competitions without a valid Playing Membership unless expressly exempted by the Management Committee".

4.8 Use of Club intellectual property: Any use of the club's name, logo, image or other intellectual property rights for any promotion or fundraising purposes by any member or non-member is prohibited without the prior consent of the Management Committee. This also includes any inferred references to Killarney Rugby Football Club. Any property bearing the club's logo is deemed to be club's property unless acquired by individuals for their own personal use.

4.9 Coaches: All coaches may be asked to report to and /or appear before the Management Committee on any matters pertaining to their teams. Failure to appear / report within a reasonable period of time will be considered a resignation matter. The Management Committee may also decide to remove a coach should it feel that a fresh coaching team would be in the best interests of the team and the club.

4.10 New signings: All new signings or transfers of players to the club where players have been approached by team management or any third party to join the club need to be submitted to the Management Committee for review. There are a whole series of factors (not least Regulation 6 prohibiting the payment of players) that need to be considered to avoid the club facing potential penalties down the line.

4.11 Respect for players and volunteers: Respect is key in life and in sport. The club has a zero tolerance policy in this regard. Any club member who witnesses any belittling or condescending behaviour or mistreatment of any player or volunteer (of any age) is asked to either call it out or to report it in confidence to:

Tom O'Leary (Adults):

Whatsapp: 086 3260193

Heather McIver (Youths and minis)

Whatsapp: 087 9246627

5 GENERAL MEETINGS:

5.1 Nominations: Nominations (with proposer and seconder, who must both be current club members) to hold any position on the Management Committee, including Club Captain, must be received by the Club Secretary 14 days prior to the date set for the General Meeting. This will give the Club Secretary time to publish the list of candidates. An exception may (or may not) be made by the Management Committee should there be no candidate for a particular position. However, once there is a single candidate for a particular position by the deadline for nominations no other candidate may be nominated for that position.

5.2 Motions: All motions must be received by the Club Secretary 14 days prior to the date set for the General Meeting.

5.3 List of eligible voters: To be eligible to vote at either the AGM or the Captain's vote a member must be registered in Clubify. For cash payments this requires manual entry. A list of eligible voters for both AGMs and for Club Captain will be prepared on the basis of Clubify records after the cut-off date for membership decided by the Management Committee but in any event no later than the end of the calendar year preceding the year of the AGM (i.e. end-December 2019 for the AGM and Captain's meeting held in 2020).

5.4 Family membership: Family membership provides for up to 2 votes at an AGM provided two adults are registered when membership is taken out. If only one adult is registered in Clubify then only one vote will be allowed.

6 POWERS OF OFFICE HOLDERS:

6.1 Chairperson: The Club does not have an Executive Chairperson. This means that all decisions:

- involving the expenditure of club funds;

- binding the club in any way;

- in any way impacting on the club's image or standing in the community; or

- changing internal club structures or organisation;

must be shared with the Vice-Chairperson and Secretary to ensure these are in line with current club policy and have already been authorised by the Management Committee. Should they not be, they must be immediately referred to the Management Committee for consideration and approval or otherwise.

6.2 Vice-Chairperson: The Vice-Chairperson will share the Chairperson's workload and the same rules shall apply.

7 PUBLICATION:

7.1 The current version of these Bylaws shall be published on the club's website and club members made aware of them though Clubify.

8 AMENDMENTS:

8.1 These Bylaws may be amended at any time but only by a minuted decision of the Management Committee. Committee members should have received a copy of the proposed changes at least one week in advance.

8.2 Club members should be informed of the update and of what has changed.